FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00055383-A **Type of Permit:** FILMING **Release Date:** 08/22/2012

Production Company UNIVERSAL NETWORK TELEVISION LLC

Insured Company Name UNIVERSAL NETWORK TELEVISION LLC

Contact Phone No. 1 818-777-1000
Contact Phone No. 2
Fax 310-969-1100
Address 100 UNIVERSAL CITY PLAZA, BLDG 1320/PH 1
UNIVERSAL CITY, California 91608

Production Title THE OFFICE

Type of Production TV Sitcom

Producer STEVE BURGESS

Director BRYAN CRANSTON

1st AD RUSTY MAHMOOD

Production Manager MEREDITH ZAMSKY

FilmL.A. Coordinator Yulizza Ramirez

Location Manager KYLE ALEXANDER
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

Location Assistant KYLE ALEXANDER
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

Fees

LA CITY DEPT OF REC AND PARKS - FILM USE FEE	$450.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$1,368.00
LA CITY DEPT OF REC AND PARKS PREP-STRIKE	$300.00
LA CITY DEPT OF REC AND PARKS MONITOR ADMIN FEE	$228.00

Total Permit Fee $2,346.00

Number of Locations 1

NOT A PERMIT

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Location

Permit Number	F00055383-A	**Location Manager**	KYLE ALEXANDER
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE		

Location Address 6300 Balboa Blvd, Los Angeles, CA, 91316

Location Name ANTHONY C. BEILENSON PARK

Location Type Park

Location Description ANTHONY C. BEILENSON PARK - ALSO KNOWN AS LAKE BALBOA

Prep Dates 8/22/2012 - 8/22/2012 09:00 - 13:00 1 day

Film Dates 8/23/2012 - 8/23/2012 05:00 - 22:00 1 day

Strike Dates 8/24/2012 - 8/24/2012 07:00 - 19:00

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

Please see attached document Lake Balboa Guidelines 2012.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	2
Camera cars	1
Cast/Crew vehicles	80
Cube Trucks	4
Generator	1
Motor Homes	1
Picture vehicles	1
Stakebed Trucks	1
Trailers	2
Vans	2

Personnel on Location

Type	Quantity
Cast	15
Crew	60
Extras	10
Off-Duty/Retired LAPD Officer(s)	2

Filming Activities Exterior dialogue; walk & talks; Driving shots; ITC/IPC; Drive ups, bys aways; Picture bus parked in street; Freestanding dressing set on grass; camera/equipment on grass, sidewalk, across the street &/or in street. ; prep 8/22 involves set dressing on grass w/test photography;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 531 **Grid:** D7

Approvals

LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE	ReyRonald Pineda
LOS ANGELES POLICE DEPARTMENT	Mark Buck

NOT A PERMIT

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Location

Permit Number	F00055383-A	**Location Manager**	KYLE ALEXANDER
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE		

Coordinator Note -ONE RAPG MONITOR REQUIRED FROM 0500-2200 HRS.
-ONE RAPG MONITOR REQUIRED FROM 0700-2200 HRS.
-4 HRS OF RAPG MONITOR ADMIN REQUIRED

Coordinator Note RIDER A RELEASES LOCATION

Parking

Base Camp
Location Type : Filming Location

Parking Notes
Crew & Base @ Woodley Overflow lot

Crew Parking
Location Type : Filming Location

NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

NOT A PERMIT

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

LAKE BALBOA, LAKE BALBOA OVERFLOW LOT WOODLEY SECTION 2, LOT 2 AND WOODLEY OVERFLOW LOT

LAKE BALBOA AND LAKE BALBOA OVERFLOW LOT

- **Ok to film at Lake Balboa just off the bike path in the kite flying area on August 23, 2012.**
- **Ok for driving shots along Bull Creek Road with LAPD for standard 2 minute ITC/IPC while camera is rolling.**
- **Ok for picture bus to pull over and stare at prop chicken.**
- **Security guards must be posted at the main entrance at sunset when the park closes to allow the production company access until they have wrapped.**
- **Ok to base camp, park crew and set up for catering in the Woodley overflow parking lot.**
- **Ok to park trucks and equipment at the Lake Balboa overflow lot.**
- **Must use water barrels, sand bags, or concrete slabs to secure tent set up. Staking is prohibited.**
- **Company does not have exclusive use of anyone area of the park and must work around park and maintenance activities.**
- **Ok for up to 2 minute IPC on the walking/bike paths while camera is rolling only.**
- **Ok to place a prop chicken with a platform and small white fence on the grass.**
- **Must use caution for bicyclist using bike path.**
- **Drivers must use caution for pedestrians while driving in and out of the overflow lot.**

WOODLEY SECTION 2 AND LOT 2

- **Ok to film at Woodley Park section 2.**
- **Ok to park work trucks and equipment in section 2 parking lot.**
- **Ok to film just off the main road in between the cricket fields.**

- **Ok to place a pie stand off the road near the picnic tables.**
- **Ok to film interior/exterior of bus parked along the shoulder of the main road adjacent to cricket fields.**
- **No vehicles including picture bus allowed on the grass.**
- **Company may not double park any vehicles along the main road and may not interfere with vehicular traffic.**
- **Ok for standard 2 minute IPC while the camera is rolling only.**
- **Company does not have exclusive use of any parking lot or area and must work around park and maintenance activities.**
- **May not place any equipment on the actual cricket fields or the wicket (area with small rope around fields).**
- **Company is base camping, crew parking and catering at the Woodley overflow parking lot.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Nudity is prohibited and not allowed in any Recreation and Parks facility.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.

DRAFT NOT A PERMIT

- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-55383 UNIVERSAL NETWORK TELEVISION, LLC "THE OFFICE"

NOT A PERMIT